



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SFSP# 09-05

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: April 3, 2006

RE: New Seamless Summer Option Web System Effective July 1, 2005

The Arizona Department of Education's new Seamless Summer Option Web System will be open for Seamless Summer Option Sponsors (previously referred to as "Seamless Waiver Sponsors") to access on June 13, 2005. All Seamless Summer Option sites that are planning to operate for July 1, 2005 – September 30, 2005 must logon to the new system, complete and submit the site(s) and sponsor application and receive approval prior to serving meals. **All Seamless Summer Option meal claims must be submitted through the claims site starting July 1, 2005.**

The new system is located within ADE's Common Logon <https://www.ade.az.gov/commonlogon>

All NSLP CNP Web Sponsors will be automatically granted access to the SFSP Web System. Once you have signed on through Common Logon, **click on SFSP.**

Once you have entered into the new system you will see that completing a Sponsor and Site application is identical to how you completed your previous Seamless Waiver applications within your CNP Web – NSLP applications. These systems have been divided to better assist Local Education Agencies (LEAs) with the operation of Seamless Summer Option Program.

Enclosed you will find the Seamless Summer Option Web User Guide to assist you in completing your online applications. **Please submit ALL site applications prior to submitting the sponsor application.**

If you have difficulty accessing the new Seamless Summer Option Web System, please contact Jackie Wilson at (602) 542-8725.

Seamless Summer Option Web User Guide

Listed below are the main application sections for the Site Application and the Sponsor application with “notes” to help guide you through completing these Web Applications.

Site Application – This application needs to be completed separately for each individual site. **All site applications must be submitted PRIOR to submitting the sponsor application.**

1a. Principal Contact

*Note: For school sites, complete the school principal’s name and contact information as Requested.

*Note: For non-school sites, enter the name and contact information for another chief operating official who oversees the Site Contact.

1b. Site Contact

*Note: This contact may be the Food Service Director, Kitchen Manager, or Cook.

*Note: Complete person’s name, title, and contact information requested.

2. Physical Address

*Note: This would be the address where the individual site is located.

*Use the check box if the mailing address is the **SAME** as the physical address.

2a. Mailing Address

*Note: This would be the address used for mail correspondence for this site.

3. General Information

Are there multiple program starting and ending dates: *Select Yes or No*

*Note: If your program operates for more than one period, i.e. operating 6/1/2005 – 6/24/2005 and 7/5/2005 – 7/29/2005, select “Yes”.

*Note: If your program has only one beginning and ending date, select “No”.

Program Start Date 1: *Enter in the date your summer food program begins.

Program Ending Date 1: *Enter in the date your summer food program ends.

*Note: You will only need to complete the following sections if you selected “Yes” for the multiple starting and ending dates question above.

Program Start Date 2: *Enter in the date your summer food program begins for the second session.

Program Ending Date 2: *Enter in the date your summer food program ends for the second session.

Program Start Date 3: *Enter in the date your summer food program begins for the third session.

Program Ending Date 3: *Enter in the date your summer food program ends for the third session.

Total operating days: *Enter in the number of days your program operates

*Note: This is the total days meals are served. Do not include weekend days or holidays that you do not serve meals.

4. Eligibility

How are you eligible for the Summer Seamless Option

*Note: Select one of the following options from the drop down box.

- Open Site using School Data

*Note: Select this option if the Free and Reduced Priced information from the school site or an area eligible school is used to make this site eligible.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

- Open Site using Census Tract Data

*Notes: Select this option if census tract data was obtained by your specialist and if your eligibility is not based on school or area data.

- Open Site using Migrant Organization Information

*Note: Select this option if you are have a letter from your area migrant organization that will indicate your eligibility for the Seamless Summer Option.

- Closed Enrolled Site using Income Applications

*Notes: Select this option if the site has a specific group of children participating each day, and other children from the community will not be fed at this site.

*Note: If the site is not area eligible, the eligibility for this site must be based on income applications for each child.

*Summer School classes that are for school credit may not participate under closed enrolled. They either need to claim meals under the NSLP or become an open site.

- Closed Enrolled Site using Area Eligibility

*Note: Select this option if this site has a specific group of children participating each day and community children will not be fed. If this site is located at a school that is 50% or higher free and reduced or if it is a non-school site and the nearest school is 50% or higher free and reduced income application do not need to be collected. This site is eligible based off of area eligibility.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

- Camp

*Note: Select this option if you are operating a residential summer camp or nonresidential day camp that offers a regularly scheduled food service as part of an organized camping program for enrolled children. In addition, nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children and can only participate as sites under eligible sponsoring organizations.

- Restricted Open Site using School Data

*Note: Select this option if you can only serve a specific number of children because of fire code or safety regulations. An explanation for restriction will be required below.

*You will also need to complete questions below for “Site from which eligibility is determined”, “Percent Free and Reduced”, and “Month and year from which eligibility is determined”.

Site from which eligibility is determined *Enter the name of the site used for Free and Reduced Priced data.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Percent Free and Reduced * Enter the percentage of total Free and Reduced Priced students for the site in which eligibility is determined.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Month and year from which eligibility is determined *Enter the month and the year you used to obtain the eligibility data.

*Note: You will only need to complete this question if “Open Site using School Data”, “Closed Enrolled Site using Area Eligibility”, or “Restricted Open Site using School Data” was selected above.

Reason for restriction *Enter in your explanation for why there is a restriction on the number of children you can plan to serve.

*Note: You will only need to complete this question if “Restricted Open Site using School Data” was selected above.

Estimated number of children eligible *Enter the number of children you expect to be eligible for free or reduced priced meals based on the income applications collected.

*Note: You will only need to complete this question if “Closed Enrolled using Income Applications” was selected above.

Estimated number of children enrolled *Enter the total number of children you expect to be enrolled at this on a daily basis regardless of eligibility status.

*Note: You will only need to complete this question if “Closed Enrolled using Income Applications” was selected above.

5. Forms for Free and Reduced Price Meals

*Note: This will only be available for completion if “Closed Enrolled Site using Income Applications” or “Camp” was selected above.

Application For Free and Reduced-Price Meals: *Select one:* **Form approved by ADE or Form submitted to ADE for approval**

*Note: The “Form approved by ADE” can be obtained at:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms/2005-2006/>).

*Note: The “Form submitted to ADE for approval” should be selected if you will use an alternative form which has been approved by your specialist at ADE.

Parent Letter for Free or Reduced-Price Meals: *Select one:* **Form approved by ADE or Form submitted to ADE for approval**

*Note: The “Form approved by ADE” would be obtained at:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms/2005-2006/>).

*Note: The “Form submitted to ADE for approval” should be selected if you will use an alternative form which has been approved by your specialist at ADE.

6. Meal participation

Seamless Breakfast Participation: *You must select one:* **Yes or No**
Hours Seamless Breakfast Served

*Note: Complete this section only if you answered “Yes” above.

Start Time *Enter in the time you begin serving breakfast.

Ending Time *Enter in the time you stop serving breakfast.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat breakfast at this site each day.

Seamless Lunch Participation: *You must select one:* **Yes or No**
Hours Seamless Lunch Served

*Note: Complete this section only if you answered “Yes” above.

Start Time *Enter in the time you begin serving lunch.

Ending Time *Enter in the time you stop serving lunch.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat lunch at this site each day.

Seamless Snack Participation: *You must select one:* **Yes or No**
Hours Seamless Snack Served

*Note: Complete this section only if you answered “Yes” above.

Start Time *Enter in the time you begin serving snack.

Ending Time *Enter in the time you stop serving snack.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat snack at this site each day.

Seamless Supper Participation: *You must select one: Yes or No*

Hours Seamless Supper Served

*Note: Complete this section only if you answered “Yes” above.

Start Time *Enter in the time you begin serving Supper.

Ending Time *Enter in the time you stop serving Supper.

Estimated Number of Children to be served *Enter in your Average Daily Participation estimation, which is the average number of children who you expect to eat supper at this site each day.

7. Site Information

Children are served: *Select the serving style that pertains to this site from the drop down box.

Cafeteria Style

*Note: Select this option if children are served in a traditional cafeteria line.

Sack Lunch

*Note: Select this option if children are handed a pre-packed box/sack/bag.

Family Style

*Note: Select this option if children serve themselves from common platters of food with assistance from supervising adults setting the example.

Offer versus Serve: *Select Yes or No*

*Note: Select “Yes” to indicate that you are implementing the “Offer versus Serve” option at this site which is when children are given a choice of which food items they would like to eat while still receiving a reimbursable meal. If you do not operate with “Offer versus Serve”, select “No”.

*Note: Offer versus Serve requirements differ for each menu planning option.

Will meals be sold to adults who do not work for the food program: *Select Yes or No*

*Note: Select “Yes” if you offer meals to adults for a set price at this site; otherwise, select “No”.

Price to be charged for Non-Program Adult Meals

*Note: This section will only be available for completion if you selected “Yes” above

*Enter the sale price for each meal sold to Non-Program adults, which are adults who do not work directly for the food program.

Breakfast *Enter dollar amount

Lunch *Enter dollar amount

Snack *Enter dollar amount

Supper *Enter dollar amount

8. Outreach

Location Where Meal Service Availability is Advertised:

*Note: Click the boxes for locations used to complete Outreach Activities for this Site's summer food program.

Resources and Referral Agencies

Government Agencies

Community-Based Advocacy Groups

Grocery Stores

Churches/Religious Establishments

Parks and Recreation Facilities

YMCA/YWCA Buildings

Community Centers

Other *Note: If this is selected, you must type in a description to explain the location used.

Type of Meals Service Advertisement

*Note: Click the boxes below for all sources used to complete Outreach Activities for this Site's summer food program.

Magazine

Newspaper

Newsletter

Pamphlets

Posters

Radio

Television

Other *Note: If this is selected, you must type in a description to explain the Advertising source.

**Once you have submitted ALL site applications,
you may complete and submit your sponsor application.**

Sponsor Application

1a. District Superintendent Contact

*Note: Complete person's name, title, and contact information requested.

1b. Local Education Agency (LEA) Contact

*Note: This contact may be a principal, business manager, or Food Service Director.

*Note: Complete person's name, title, and contact information requested.

2a. Program Contact

*Note: This contact would be the Summer Food Coordinator for your LEA.

*Note: Complete person's name, title, and contact information requested.

2b. Monitor Contact

*Note: This person can be the same as the Summer Food Coordinator but may not be the same as the Site Supervisor.

*Note: Complete person's name, title, and contact information requested.

*Note: All sites must be monitored within the first 4 weeks of operation by a person other than the site supervisor.

3. Physical Address

*Notes: This would be the address where the main building for your school(s) is located.

*Use the check box if mailing address is the **SAME** as the physical address.

4. Mailing Address

*Note: This would be the address used for all mail correspondence for your LEA.

5. General Information

-Type of Sponsoring Authority: *Select either Public or Private, Non Profit*

-High-Rate Lunch Reimbursement Eligibility: *Eligible or Not Eligible*

*Note: This section will automatically be answered with data from your NSLP claim.

6. Meal Counting and Point of Service

*Note: Complete each section below by selecting if the option listed is In Use or is Not Used.

Method of Meal Counting

Checklist: *Select one: In Use or Not Used*

Tickets: *Select one: In Use or Not Used*

Computer: *Select one: In Use or Not Used*

Other: *Select one: In Use or Not Used* (See Description Below)

*Note: If you select "In Use" here, you must also complete the description section.

Method of Meal Counting Description:

*Note: You will need to type in your own description of how meals are counted.

Explanation for Multiple Methods of Meal Counting:

*Note: You must complete this section only if you have selected more than one method to be "In Use" from the list above.

Point of Service Description:

*Note: You will need to type in your own description of your point of service.

7. Menu Planning

*Note: From the drop down box of options, select the menu planning option in use.

Summer Seamless Option Menu Planning Selection

Traditional

Enhanced Food-Based Menu Planning

NuMenus – Back Office Software Solutions (B.O.S.S.)

NuMenus – Bon Appetit Software

NuMenus – PCS Revenue Control System

NuMenus – NUTRIKIDS

NuMenus – School Nutrition Accountability Program (SNAP)

NuMenus – Simple Menu Planning

Assisted NuMenus

Other

Menu Planning Option Description:

*Note: This section will only be available for completion if you selected “Other” as your menu planning option.

Source of Assisted NuMenus:

*Note: This section will only be available for completion if you selected “Assisted NuMenus” as your menu planning option.

8. Food Service Management Company

Contract with a Food Service Management Company: *Select Yes or No*

*Note: If you are currently in a contract with a Food Service Management Company, select “Yes” and proceed to answer the following questions; otherwise select “No”.

Name of Food Service Management Company: *Enter in the name of your Food Service Management Company.

Contract Start Date: *Enter the date your contract began.

Contract End Date: *Enter the date your contract ends.

9. Certification Statement

*Read the statement and check the box if you agree with the statement. This must be checked to submit sponsor application.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.